

EFFECTIVE DATE: JUNE 9, 1980

REVISION DATES: _____

4.72

SUBJECT: TEMPORARY APPOINTMENTS

1. Purpose:

- To clarify the use, benefits and work conditions of persons hired as temporary appointments except for part-time and employees hired through temporary agencies.

2. Responsibilities:

- It shall be the responsibility of each department to identify its need for temporary employees and to specify which category of appointment is desired. When grant employees are involved the department shall inform the Personnel Department of benefits and working conditions mandated by the granting authority. This will be accomplished by forwarding to the Supervisor of Recruitment and Selection an attachment outlining the benefits with a copy of the ordinance authorizing the positions.
- The Personnel Department will in all other instances process temporary employees in accordance with the provisions of the Municipal Civil Service Rules.

3. Policy:

- There are several classes of temporary appointments as outlined in Rule XII, Section 5 of the Municipal Civil Service Rules of the City of San Antonio.
 - A. Regular Temporary Appointments are usually made for a period of three (3) months or less during a fiscal year, except where a final decision on an appeal of a disciplinary action is pending or an employee has been granted a leave of absence in excess of three (3) months. No rights or fringe benefits other than worker's compensation and cost of living increases are afforded these employees through the Municipal Civil Service Rules.
 - B. Provisional Temporary Appointments not to exceed sixty (60) days may be authorized by the City Manager. Again, only worker's compensation and cost of living increases are applicable under the Municipal Civil Service Rules.
 - C. A Temporary Appointment to an Extra position established by the Council may be made by the Manager for a period not to exceed thirty (30) days. These appointments carry no rights or benefits under the Municipal Civil Service Rules except worker's compensation and cost of living increases.

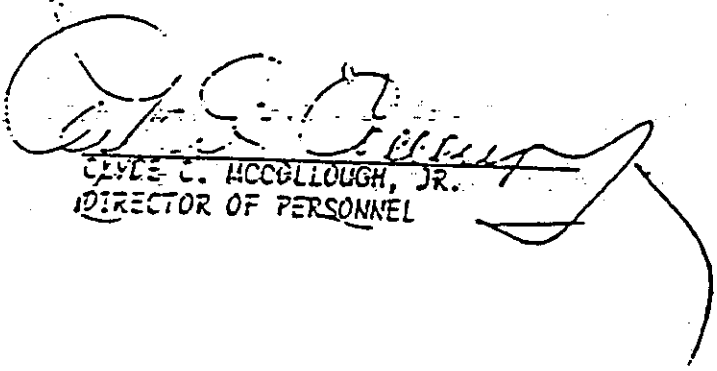
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- D. Seasonal Appointments are made to assist the city in providing additional services or staffing additional facilities during specific times of the year. No seasonal employee is entitled to any Civil Service benefits other than worker's compensation and cost of living raises.
- E. A Grant Employee is paid with money received from an outside funding source. Termination, working conditions and benefits are subject to the conditions of the grant involved. Unless otherwise mandated, employees will receive the same benefits and enjoy working conditions the same as other employees similarly employed.

None of the above classifications of employees are to receive full benefit coverage afforded by the Municipal Civil Service Rules unless stipulated in a grant agreement; however, all city employees, regardless of status, are required to comply with all other rules and procedures outlined in the Municipal Civil Service Rules.


CLYDE C. MCCULLOUGH, JR.
DIRECTOR OF PERSONNEL


THOMAS E. HUEBNER
CITY MANAGER

DATED: 6/9/80